

## Completing the School Calendar – 2015-16

Login to myNHDOE, click on the ESS icon. Set the dropdown in the upper right corner to the year 2015-2016. Then select the 15-16 School Calendar from the list of available forms. Click on the green arrow. Select your SAU and district from the dropdown menus. If your SAU has more than one district, the calendar must be completed for each district separately. Please complete the contact information and continue.

**Step 1:** Contains these Instructions and Frequently Asked Questions (FAQ).

**Step 2:** Click on the “Go” button and your district’s form will appear, populated with the Department’s “Suggested Calendar”. **Green highlighted dates** denote significant days when school is in session (ex. first day of school, last day of school and proposed graduation date for only those districts that operate High Schools.) **Yellow highlighted dates** denote days when school is closed.

**Step 3:** The highlighted days are described in the menu at the right side of the page. These may easily be edited to correspond with your district’s calendar. For example, if your first day of school is not the same as the predicted day (September 2) click on the Edit button beside the description “First Day of School” and select the correct opening day for your district. Do the same with the last day of school, which is initially set at June 16.

If a day is highlighted that your district does not intend to take off, for example Columbus Day, please click the “Delete” button to the right of the description of October 12, 2015. The highlighting will disappear. Be sure to indicate all days off in this manner, including each vacation day in your Holiday Recess, Winter Recess, and Spring Recess separately.

To add a day not currently highlighted, click on the button at the top of the right hand column “Add New Record”. You can select a date, select an explanation (or add your own description), and this new date will appear highlighted in your calendar. Please do not enter 1) early release days, as they are generally considered to be full days in session and 2) any staff workshop days that occur before the first day of school or after the last day of school for students. Make sure you click on “Save New Event”.

**For only those districts that operate High Schools, include your anticipated Graduation Day.**

**Step 4:** At the top of the Calendar the number of days in the calendar year is provided. When you have completed editing this calendar, the number of days at the top of the page should match your calendar. If it does not, please review the menu on the right hand side of the page to be sure you have noted all of the days your district plans to take off. The number at the top of the page will adjust as you make and save edits to the calendar.

**Step 5:** This survey is due by May 1. Please have the Superintendent certify the calendar data when complete. There is no need to send a signed report to the Bureau of Data Management. Please email Sandy Hyslop at [sandy.hyslop@doe.nh.gov](mailto:sandy.hyslop@doe.nh.gov) or call 271-2831 if you have any questions on completing the survey.